

**California Health and Human Services Agency Data Center**

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## MEMORANDUM

**TO:** ALL SID EMPLOYEES

**FROM:** CHRISTINE DUNHAM  
Assistant Director, Systems Integration Division

**DATE:** January 26, 2004

**SUBJECT: POLICY OF ADOPTION: SID BEST PRACTICES WEBSITE**

As part of SID's ongoing commitment to process improvement and quality within the division, I am pleased to announce the adoption of the Best Practices Website ([www.bestpractices.cahwnet.gov](http://www.bestpractices.cahwnet.gov)), hereafter called the BP website, as the official repository for policies, guidance, and best practices for projects managed in the Systems Integration Division (SID). For critical, sensitive, or non-public guidance, iManage shall be the official repository for SID.

The SID Best Practices guidance has been developed through extensive collaboration by the Management Steering Council (MSC) and in accordance with applicable industry standards, State of California guidance, and other organizational best practices sources identified on the BP website.

Adherence to the guidance provided by the BP website is mandatory unless otherwise stated and shall apply to all SID projects effective immediately. Projects shall ensure compliance with this policy at the start of a new life cycle phase. Projects that are in the middle of an SID life cycle process (at the effective date of this policy) are required to demonstrate due diligence in complying with this policy within 30 days, to the degree that it does not jeopardize their ability to satisfy prior project commitments.

The SID Best Practices Support Group (BPSG) shall be the organization's agent for process improvement, BP website change control, and policy/guidance compliance as defined by the BPSG Project Charter (iManage SIDdocs #750), and the annual BPSG Project Plan (iManage #1689).

If you have any questions regarding this policy, please contact the Best Practices Support Group (BPSG) manager, Bruce van der Schyff at 263-4300.

cc: Management Steering Council (MSC)